



Privacy Policy - Recruitment

We are Barker Brettell LLP. We are committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect will be processed by us during our recruitment process. This policy should be read in conjunction with our general privacy policy that can be found [here](#). Please read these privacy policies carefully to understand our views and practices and your rights regarding your personal data. By visiting www.barkerbrettell.co.uk (**our site**) and entering into our recruitment process you are accepting and consenting to the practices described in this policy.

For the purpose of data protection legislation, the data controller is Barker Brettell LLP, 100 Hagley Road, Edgbaston, Birmingham, B16 8QQ.

If you have any queries, complaints or requests please contact our Data Protection Compliance Manager at dpcm@barkerbrettell.co.uk or 0121 456 0000.

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What information do we collect from you?

We will collect and process the following data about you:

- **Information you give us.** This is information about you that you give us when you apply for a vacancy, online or directly, or correspond with us by phone, email or otherwise. The information you give us may include your name, address, email detail, telephone numbers, information about your eligibility to work in the UK and copies of proof or right to work documentation, date of birth, work history, references, current salary level including pension and benefits entitlements, skills, qualifications and professional memberships.

The information may be provided by you directly, over the telephone or in meetings, or from CV's, covering letters and references that you supply to us. We will also collect personal data from interview notes as part of the recruitment process. Information may also be provided to us by recruitment agencies or head-hunters.

We may also collect, use and process the following special category of your personal information during the recruitment process- whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process.

- **Information we collect when you call us.** If you call us we will automatically collect the following information:
 - the phone number used to call us
- **Information we receive from other sources.** We may work closely with other organisations, including:
 - Recruitment Agencies
 - Head-hunters
 - Universities
 - Third party recruitment links and websites

Other than the third parties listed the firm will only seek other personal information from third parties once an offer of employment has been made to you and we will inform you that we are doing so.

Why do we collect this information?

We use this information in the following ways:

- **Information you give to us.** We use this information:
 - for recruitment and selection, screening, interviewing and assessment of candidates.
 - comply with statutory requirements to check your right to work in the UK.
 - comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations.
- **Information we collect from your use of the site.** We will use this information for the following purposes:
 - to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
 - to improve our site to ensure that content is presented in the most effective manner for you and for your device;
 - as part of our efforts to keep our site safe and secure.
- **Information we receive from other sources.** We use this information:
 - for recruitment and selection, screening, interviewing and assessment of candidates.

How long do we keep hold of your information?

- We will keep information about you for as long as is required to complete the recruitment process:
 - CVs and covering letters for candidates who gain employment with us will be retained on their personnel file for the duration of their employment and for six years after leaving.
 - Personal data collected from candidates who gain employment with us in connection with the legislative requirement to check eligibility to work in the UK will be retained in a secure file for the duration of their employment and for two years after leaving.
 - CVs and covering letters for candidates who are unsuccessful will be retained for six months after the vacancy has been filled.
 - CVs that are sent by direct candidates on an ad hoc basis will be retained for a period of six months for consideration for any vacancies that may arise within that time.
 - Personal data collected from candidates in connection with the legislative requirement to check eligibility to work in the UK, who are invited to interview but are unsuccessful will be destroyed as soon as a job offer has been made.
 - We will retain the names only of candidates who have applied for jobs for a period of two years.

Who might we share your information with?

You agree that for the purposes set out in the 'Why do we collect this information?' section above, we have the right to share your personal information with:

- Staff within the Barker Brettell HR Department and recruiting managers for the purpose of interviewing and selection.
- We may need to discuss with the UK Border Agency, the papers you submit in connection with the legislative requirement to check your eligibility to work in the UK.

Other than as detailed above your data will not be shared with any third party outside of Barker Brettell.

How is your data stored and kept secure?

At Barker Brettell, we take your safety and security very seriously and we are committed to protecting your personal information. All information kept by us is stored on our secure servers and any backups stored offsite are encrypted.

Any personal data kept in hardcopy is held within secure filing within the HR Department with restricted access.

What are your rights?

Where processing of your personal data is based on consent, you can withdraw that consent at any time.

The complete list of rights that you have is listed in our full Privacy Policy. The rights below are those which particularly apply to our recruitment policy. You can exercise these rights at any time by contacting our Data Protection Compliance Manager at Barker Brettell LLP, 100 Hagley Road, Edgbaston, Birmingham, B16 8QQ OR dpcm@barkerbrettell.co.uk. You have the right:

- to request from us access to personal information held about you;
- to ask for the information we hold about you to be rectified if it is inaccurate or incomplete;
- to ask for data to be erased provided that the personal data is no longer necessary for the purposes for which it was collected, you withdraw consent (if the legal basis for processing is consent), you exercise your right to object, set out below, and there are no overriding legitimate ground for processing, the data is unlawfully processed or the data needs to be erased to comply with a legal obligation;
- to ask for the processing of that information to be restricted if the accuracy of that data is contested, the processing is unlawful, the personal data is no longer necessary for the purposes for which it was collected or you exercise your right to object (pending verification of whether there are legitimate grounds for processing);

Should you have any issues, concerns or problems in relation to your data, or wish to notify us of data which is inaccurate, please let us know by contacting us using the contact details above. In the event that you are not satisfied with our processing of your personal data, you have the right to lodge a complaint with the relevant supervisory authority, which is the Information Commissioner's Office (ICO) in the UK, at any time. The ICO's contact details are available here: <https://ico.org.uk/concerns/>.

Changes to our privacy policy

This policy may be updated from time to time. Please check back frequently to see any updates or changes to our privacy policy.

Contact us

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to the Data Protection Compliance Manager at Barker Brettell LLP, 100 Hagley Road, Edgbaston, Birmingham, B16 8QQ or dpcm@barkerbrettell.co.uk or you can call us on +44 (0)121 456 0000.